

SC BUDGET AND CONTROL BOARD  
STATE FLEET MANAGEMENT

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THERE IS NO SUCH THING AS  
GOVERNMENT MONEY —THERE IS  
ONLY TAXPAYER MONEY.



NEW CONTRACTS AVAILABLE

New contracts for Model Year 2012 vehicles are now available on the MMO Web site at <http://www.procurement.sc.gov/PS/agency/PS-agency-goods-and-services.phtm>.

To find this address without typing it all out, go to [www.procurement.sc.gov](http://www.procurement.sc.gov), click on “Statewide Contracts,” then on “Supplies and Services Contracts,” and scroll down to the Vehicles section near the bottom of the page.



MILEAGE REPORTING IN FLEETWAVE

When State Fleet began using FleetWave to manage its daily business, lease customers were asked to use a different Web application to enter their mileages. Beginning soon, however, customers will be able to enter their odometer readings directly into the system.

User accounts will allow access to mileage entry for each leasing customer agency or division. “Super users” at the agency level will be able to see and edit odometer readings for all agency vehicles, but divisional cus-

tomers will see only their own area.

In order to smooth the transition, SFM is copying the current User IDs and passwords into FleetWave. This way, no one will have to learn a new password.

The drawback to the Web application was that it was not actually live data—it was a snapshot of data from the system that had been exported for customer interaction. If a vehicle was moved during the reporting period, that change would not be reflected on the Web. By

allowing users to enter data directly into the system, SFM will bring mileage reporting closer to a real-time basis, and we hope this approach will minimize mistakes for our customers.

For more information on this development, contact Jonathan Eason at 803-737-1239 (E-mail [JEason@gs.sc.gov](mailto:JEason@gs.sc.gov)) or Rob Malpass at 803-737-1504 (E-mail [RMalpass@gs.sc.gov](mailto:RMalpass@gs.sc.gov)), or visit our home on the Web at [www.statefleet.sc.gov](http://www.statefleet.sc.gov).

SOUTH CAROLINA STATE BUDGET AND CONTROL BOARD

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Visit State Fleet on the Web at <http://www.fleet.sc.gov>.

FOCUS ON FLEET

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FROM THE STATE FLEET MANAGER

I recently attended the **Southeast Governmental Fleet Managers Association (SGFMA)** conference. This year’s conference was different in that it was held jointly with the **National Association of Fleet Administrators (NAFA) Carolinas Chapter**.

The synergy brought about by combining these two groups was amazing. Both groups benefited from an array of talented presenters and an expanded equipment show. Additionally, the numerous networking opportunities allowed a continuous exchange of ideas between all fleet managers.

The State Round Table discussion was centered on South Carolina state agencies by design, although Fleet Managers representing other organizations also participated. In that session we offered updates on how agencies were coping with smaller budgets and fewer personnel. We also discussed strategies that agencies could employ to maintain their current level of

service despite having fewer resources. Information on electric vehicles, FleetWave, and the state fuel system was also shared during the session.

I always leave the conference full of new ideas and enthusiasm about how these ideas can have a positive impact on the state’s fleet. I encourage you to share any new ideas or innovations that work well for your fleets with me or any of our staff here at SFM. Our goal is to improve the operation of the fleet, and replicate best practices when possible.

Several agencies received awards for their work in the areas of Fleet Maintenance and Safety. These awards are listed along with photographs of the recipients on page 3. We applaud the hard work of each agency and encourage you to follow their example with the management of your fleets.

*Jeff McCormack*  
State Fleet Manager



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IN BRIEF

TEMPORARY LOCATION

State Fleet Management has temporarily moved its administrative offices to the Columbia Mills Building at 301 Gervais Street, sharing space with the Department of Revenue while the offices at 1026 Sumter Street undergo renovations.

The original plan called for SFM to move back by now, but during the renovations a water valve failed in an upstairs closet and flooded the building. This will delay our return until repairs are completed.

While we are away, the Motor Pool in the Capitol Complex area is closed. Agencies needing vehicles should use the Motor Pool located at 516 Senate Street. We appreciate your patience during this time. SFM will update you as soon as we return and re-open the Capitol Complex Motor Pool.

LIFE CYCLES EXTENDED AGAIN

MMO has awarded contracts for the 2012 model year vehicles. At the same time, State Fleet Management is evaluating the age, mileage and maintenance costs of vehicles leased to other agencies.

State Fleet shares the concern by leasing agencies about the age and mileage of these vehicles. Vehicle lifecycles were extended due to State Government budget concerns, causing a large number of vehicles to exceed their posted lifecycles.

SFM will not be able to replace all vehicles that meet or exceed their lifecycles this year. Careful thought and consideration will be made with regard to replacement vehicle purchases. State Fleet appreciates the understanding and patience of lease fleet customers regarding leased vehicle lifecycles and replacements.

INSIDE FOCUS ON FLEET

• FLEETWAVE IMPLEMENTATION

An update on where we are with the system and possibilities of a statewide rollout.

• MOTOR VEHICLE MANAGEMENT REVIEW

Transportation Coordinators should expect to receive questionnaires soon for the FY 2011 Management Review.

• FUEL CARD TIDBITS

Tips and information for State fuel card program users, especially regarding your PIN.

CERTIFICATION REVIEW SCHEDULE FY 2012

Agency	Date	Time
DOT Dorchester	12/8/11	10 a.m.
DOT Colleton	1/11/12	10 a.m.
DOT Lexington	1/18/12	9:30 a.m.
DOT Marlboro	1/24/12	10 a.m.
DOT Orangeburg	1/25/12	10 a.m.
DOT Richland	1/31/12	9:30 a.m.
DOT Cherokee	2/1/12	10 a.m.
DOT West Columbia	2/8/12	9:30 a.m.
Forestry Commission Newberry	2/14/12	10 a.m.
Mental Health—Farrow	2/29/12	9:30 a.m.
DOT Spartanburg	3/6/12	10 a.m.
DOT Williamsburg	3/7/12	10 a.m.
Forestry Commission—Florence	3/13/12	10 a.m.
DOT York	3/14/12	10 a.m.
Forestry Kingstree	3/20/12	10 a.m.
SC School for the Deaf and Blind	3/21/12	10 a.m.
DOT Allendale	3/27/12	10 a.m.
Clemson Univ. Forest Resources	4/3/12	10 a.m.
Clemson—Simpson Research & Education Center	4/3/12	1:30 p.m.
DOT Oconee	4/4/12	9:30 a.m.
DOT Abbeville	4/11/12	10 a.m.
Francis Marion University	4/17/12	10 a.m.
DOT Charleston	4/18/12	10 a.m.
John de la Howe School	4/24/12	10 a.m.
DNR—Wildlife	5/1/12	10 a.m.
DOT Greenwood	5/8/12	10 a.m.
SLED	5/16/12	9:30 a.m.
Forestry—Taylor Nursery	5/22/12	10 a.m.
DOT Marion	5/23/12	10 a.m.

INVENTORY RECONCILIATION

State Fleet Management is in the process of overhauling the way we request updates to agency vehicle inventories. SFM used to send out hard copy printouts to agencies for correction. In an effort to move toward a paperless process, we are developing a method of retrieving and updating this process electronically using our website.

Look for this improved method of vehicle inventory reconciliation to be implemented in the near future!

FLEETWAVE IMPLEMENTATION

We hope many of you are wondering when FleetWave will be made available to your agency. While we wish the answer could be NOW, unfortunately we are not able to roll this out to other agencies just yet. State Fleet Management remains the only agency using FleetWave for the moment. We are making good progress and hope to begin offering this service to agencies in the Spring of the coming year.

Please understand that we are continuing to test and enhance the system so that the product offered to you will be free of problems. We are also including a software upgrade before FleetWave will be offered to agencies. This upgrade will offer enhanced capabilities such as sharper graphics, more security, and faster speeds.

I urge you to be patient while we finish our testing and our software upgrades; we truly believe it will be worth the wait!

FUEL CARD TIDBITS

Please be mindful that your PIN number (aka Driver ID) is a privately assigned number. This six digit number is assigned to you and should not be shared with anyone else. To aid in keeping up with your PIN you may want to keep it in a safe place, e.g. your memory or your personal cell phone.

If a State Fuel card has been lost, it should be reported immediately so it can be deactivated and the replacement card can be ordered as soon as possible. Once the card has been reported lost, it cannot be reactivated even if it is found again.

If you need to contact customer service for help with your State Fuel Card, please have the following information available to enable us to give you the best possible service:

- Vehicle tag number (located at the bottom left corner of the fuel card)
- Card number (four digit hyphenated number located in the middle underneath the large embossed account number)
- Agency name or account number (for example, State Fleet Management's code is F16).

Remember to notify us by E-mail at fuelcard@gs.sc.gov if the primary or secondary **Fuel Card Coordinator** at your agency changes, or if any **contact information** changes. It is very important that we keep this information current in order to give you the best possible service.

FLEET AWARDS FOR FY2011

FLEET SAFETY AWARDS

The purpose of the **State Fleet Safety program** is to minimize injuries and deaths and limit the costs associated with accidents.

The Safety Program includes:

- Basic criteria for driver qualifications and selection, screening, and education of drivers.
- Required and prohibited driving practices
- Accident reporting and review (including quarterly reporting of accident data to State Fleet)
- Safe Driving Incentive Awards

The following agencies were recognized with Fleet Safety Awards at the SGFMA meeting in October. Awards are based on data reported to SFM. It is important to report data for every quarter to be considered for an award.



The award for **Most Improved Agency** went to the **SC Department of Vocational Rehabilitation**. Fleet manager **Mike Cupp** accepted the award. The 181 vehicles in the Voc-Rehab fleet drove 1,083,000 miles in FY 2011 and showed an 80% reduction in accidents from last year.

The **Office of Regulatory Staff** received the award for **Best Small Agency**. **Vernon Gainey** accepted the award for his agency, whose fleet of 10 vehicles drove 279,000 miles with no accidents.



The **Best Medium Agency** award went to the **SC Adjutant General**, whose 86 vehicles drove 259,000 miles and had two fewer accidents this year. **Brig. Gen. Marie Goff** is shown below accepting the award.



The award for **Best Large Agency** went to the **SC Department of Parks, Recreation and Tourism (PRT)**. The 235 vehicles in the PRT fleet drove some 958,000 miles with no accidents. Amanda Jenkins is shown accepting this award.



State Fleet congratulates all the award winners and wishes everyone safe travels, especially in their State vehicles. If you have any questions about the State Fleet Safety Program, contact **Rob Malpass** at 803-737-1504.

OUTSTANDING MAINTENANCE

FACILITY AWARD

The **SC Department of Transportation Aiken County** maintenance facility received the **Outstanding Maintenance Facility Award**.

The Maintenance Facility Certification Program was mandated by the Motor Vehicle Management Act in 1976. These regulations have now been adopted as SC Budget and Control Board Policy. Board policy 2-3 and 2-4 requires an annual review of state-owned maintenance facilities to ensure compliance. The Program includes six areas that are reviewed during an on-site review:

- Purchasing of supplies and parts
- An effective inventory control system.
- A uniform work order and record-keeping system assigning actual maintenance cost to each vehicle.
- Preventive maintenance programs for all types of vehicles.
- Cost effective operations
- Shop Safety

Maintenance facilities receiving the outstanding maintenance facility award received an on-site review and no deficiencies were noted. In addition, maintenance personnel have gone over and beyond to insure the maintenance facility has a very professional atmosphere.

Congratulations to **Michael Holston, Shop Supervisor**, and the personnel of the Aiken County maintenance facility.